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*The Board of Trustees of the Federal Woman's Award
cordially invites*

Mr. Janney

to a dinner on the occasion of

the presentation of the

Federal Woman's Awards

to six women in the Federal Career Service

for their outstanding achievement

on Wednesday, the Third of December

Nineteen hundred and seventy-five

at seven-thirty o'clock in the evening

Regency Room

Shoreham Americana Hotel

Washington, D.C.

*The favour of a reply is requested
by November fifteenth*

Informal



COMMISSIONER

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C. 20415

November 11, 1975

Mr. F. W. M. Janney
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

RE: Federal Woman's Award Banquet and Ceremony
Wednesday, December 3rd, 1975
Regency Ballroom - Shoreham Americana Hotel
6:30 P.M. Cash Bar - 7:30 P.M. Dinner

Dear Mr. Janney:

Thank you for your interest in, and support of, the Federal Woman's Award program.

I am sorry that your organization did not have a winner. The number and quality of nominations received this year made the selections most difficult. However, nomination is in itself an honor and this is recognized by a certificate to each nominee. These are being prepared and will be forwarded to you immediately following the ceremony.

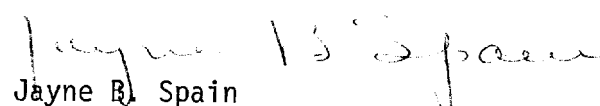
This year's ceremony has added significance and we hope will draw a very large attendance because of International Women's Year. We would like to make this a record attendance year and have every department and agency represented at the banquet by at least one table of ten persons. For this reason, I have enclosed tickets which may be purchased by those within your organization who are interested in sharing this memorable occasion with us. In addition to the enclosed tickets, invitations have been sent to Equal Employment Opportunity staff members and International Women's Year representatives within your organization. To help publicize this important event to others within your organization, promotional materials in the form of display posters and bulletin board flyers will be furnished to your Incentive Award Administrator.

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You may wish to have one or more tables reserved so that persons from your organization may sit together. If so, we would appreciate being advised as soon as possible. Also, we ask that you designate a host or hostess for each table, who will be responsible for assuring that those attending are properly seated. Please return proceeds from ticket sales, together with all unsold tickets, no later than Wednesday, November 26, 1975, to the Office of Incentive Systems, Room 3526, 1900 E Street, N.W., Washington, DC 20415. Should you have any questions, please contact this office (632-5568).

The Board of Trustees deeply appreciates your cooperation in helping make this a successful program.

Sincerely,


Jayne B. Spain
Chairman, Board of Trustees
Federal Woman's Award

Enclosure
Tickets Nos. 641-650
(\$15.00 each)

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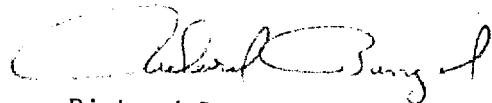
MEMORANDUM FOR INCENTIVE AWARDS ADMINISTRATORS

This is to request your cooperation in publicizing the 1975 Federal Woman's Awards Banquet and Ceremony to be held Wednesday, December 3, 1975 at the Shoreham Americana Hotel. This year's program is especially important and a large attendance is anticipated because of International Women's Year.

To assist you in making known this year's awards ceremony to employees of your organization and to encourage their participation large posters as well as bulletin board flyers have been developed. We would appreciate your cooperation (by adding the names and phone number of the contact person) and by displaying prominently the posters and flyers so that all employees will have an opportunity to learn they are welcome to attend.*

Your personnel director has received banquet tickets and has been requested to coordinate ticket sales and table arrangements for your organization (copy enclosed).

Your help in making this program successful will be appreciated. Please call if we can be of assistance to you or can provide further information (code 101, extension 25568 or 63-25568).



Richard P. Brengel, Director
Office of Incentive Systems

Attachment(s)
Nomination file(s)

*flyers attached; large posters will be ready to be picked up by Wednesday, November 19th

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*to a dinner on the occasion of
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Federal Woman's Awards
to six women in the Federal Career Service
for their outstanding achievement
on Wednesday, the Third of December
Nineteen hundred and seventy-five
at seven-thirty o'clock in the evening*

*Regency Room
Shorham Americana Hotel
Washington, D.C.*

*Printed on
005*

Cash Bar 6:30 p.m.

Informal

Tickets available from: BENEFITS AND SERVICES DIVISION

Room 5E 69, HQS. Ext. STATOTHR

\$15.00 per person
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(Cheques should be made payable to the Federal Woman's Award)

ITEM FOR DAILY REPORT -- 11 November 1975

Benefits and Services Division

Today, in a telephone conversation with Civil Service Commission, we were given the list of winners of the 1975 Federal Woman's Award:

Miss Anita F. Altern, Internal Revenue Service

Dr. Beatrice J. Dvorak, Department of Labor

Dr. Evans V. Hayward, Department of Commerce

Mrs. Wilda H. Martinez, Department of Agriculture

Dr. Marie U. Nylen, National Institute of Health

Dr. Marguerite M. Rogers, Department of Navy

The Agency's nominee, was not a winner.

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